



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

**Financial Services
Expenditure Accountant
Accountant III
\$42,300 - \$47,250 annually
\$3,525- \$3,937.50 monthly**

Posting No: 0305-22

Opening Date: 03/04/22

Group: B17

Closing Date: Until Filled

Position: 524

Job Description

The Expenditure Accountant is selected by and responsible to the Expenditure and Financial Reporting Manager and performs moderately complex accounting work that involves maintaining, preparing, posting and balancing financial statements, records, documents or reports. This position performs payment of agency expenditures including travel, purchase and interagency vouchers. Work includes the control of cash disbursements, accurate recording of expenditures, and coordinating the compilation of data and information from expenditures for the Annual Financial Report. May train others. Work is performed under general supervision with limited latitude for the use of initiative and independent judgment.

Essential Duties

- Prepares and codes purchase and/or other expenditure vouchers and audits them for accuracy and required supporting documentation.
- Performs Centralized Accounting and Payroll/Personnel System (CAPPS) data entry of purchase vouchers, travel reimbursements, interagency payments, payments to vendors and other payments according to state regulations and agency guidelines.
- Codes travel vouchers and audits for accuracy and compliance with the State Comptroller travel reimbursement guidelines and the state travel management program.
- Assists in developing and maintaining administrative and technical policies and procedures for this section and/or Division.
- Performs required reconciliations of travel and other expenditure data; researches reconciliation discrepancies and reports findings.
- May assist in the preparation of financial statements, schedules and/or other exhibits on disbursements, travel, and other expenditure information.
- May provide technical assistance to or train staff in handling purchase vouchers, travel and/or other accounting transactions.
- May download, print, review and distribute Uniform Statewide Accounting System (USAS) or other expenditure reports.
- Assists in making recommendations for improvements or revisions to the expenditure accounting processes and/or procedures.
- Complies with division and/or agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all Texas Department of Licensing & Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Four (4) years of experience in bookkeeping or accounting in an office environment required. Graduation from an accredited four-year college or university with major course work in accounting or a related field is generally preferred and may substitute for two (2) years of the experience requirement. Experience with Microsoft Office Suite programs (Excel and Word), CAPPS and/or USAS data entry processing is preferred.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 31 Financial Management, PS Personnel Specialist, 36B Financial Management Technician, 36 Finance or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:**

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

Remarks

The successful candidate will have: Knowledge of state governmental accounting; of generally accepted accounting principles and procedures; of budget controls, of automated accounting systems, and of purchasing methods and procedures. Skilled in the use of office equipment, computers, and associated software applications including MS Office applications. Ability to work independently, with little supervision; to work accurately with numerical detail; and, to analyze, consolidate, compile and interpret accounting data. Ability to perform complex accounting transactions; to interpret laws and regulations; and to interpret and apply accounting theory. Ability to prioritize and organize work to meet deadlines; to communicate effectively, both orally and in writing; and, to provide friendly, caring service to employees of the Department and to the public.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA eligible employees who work in excess of 40 hours in a workweek receive time off at a time and one-half rate as the primary method of compensation in lieu of cash payment.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.